

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, DECEMBER 15, 2014**

CALL TO ORDER

The regular meeting of the Zimmerman City Council was called to order at 7:01 p.m. at City Hall by Mayor Earenfight, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Earenfight, Council Members Mathison, Merwin and Michels. Member Brisbin was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Horvath and Attorney Mattick.

AGENDA APPROVAL

Council approved the agenda by unanimous consensus with the addition of the following item to the Consent Agenda:

- **Request for Payment – Lift #7 Replacement – RL Larson**

APPROVAL OF MINUTES

Michels/Merwin unanimous to approve the following meeting minutes:

- **December 1, 2014 Regular Meeting as presented**
- **December 8, 2014 Committee of the Whole Meeting as presented**

CONSENT AGENDA

Michels/Mathison unanimous to approve the consent agenda as follows:

- a. Approve the payment of claims (check #36714 - #36748) in the amount of \$27,958.99, and electronic payments (e-check #1109 – #1116) in the amount of \$296,799.82 as presented.
- b. Accept the Building Permit Summary Report of November, 2014, as presented.
- c. Approve the re-appointment of Dave Earenfight and Derrick Montplaisir to the Zimmerman Planning Commission, each for a four (4) year term, expiring December 31, 2018.
- d. Adopt **RESOLUTION #14-12-06**, approving an amendment to the 2014 General Fund Expenditure Budget resulting in no net change to the Park Department budget as follows and as recommended by staff:
 - Part-Time Wages (Expenditure: 101-45000-103) – Reduce by \$3,500.00
 - Miscellaneous Expenses (Expenditure: 101-45000-430) – Increase by \$3,500.00
- e. Adopt **RESOLUTION #14-12-07**, approving the write-off of 21 delinquent water and sewer accounts, totaling \$163.68, as requested by staff.
- f. Authorize payment in the amount of \$3,415.00 (ck #36751) to Sandmann Signs for an extended warranty for the electronic information sign, with funds to be taken from the Park Department (101-45000-430).
- g. Approve payment to Brenteson Companies, Inc., in the amount of \$1,500 (ck #36749), as identified on invoice #2051, for an irrigation water line disconnect, with payment from the Water Fund and reimbursement due from Linden Corporation in twelve (12) monthly installments beginning January, 2015.
- h. Approve payment to Trueman-Welters of Buffalo, MN in the amount of \$109,000 (ck #36752) for the purchase of a New Holland Tv6070 tractor under State Contract #74043, with payment from the Street Department (101-43100-580) and the General Fund loan from the Water Fund.
- i. Approve payment to Brenteson Companies, Inc., in the amount of \$5,950 (ck #36749), as identified on invoice #2056, for the installation of a catch basin and sump for the 19th Street West drainage improvements, as recommended by staff and the City Engineer.
- j. Approve financial assistance for the Lake Fremont Improvement Association in an amount not to exceed \$500 towards the electricity expense to run the aerator on Lake Fremont during winter 2014/2015.
- k. Approve the Special Reassessment Agreement for PID #95-016-2100, as drafted by Attorney Mattick and accepted and signed by the property owners.
- l. Adopt **RESOLUTION #14-12-08**, approving Pay Request #1 for the Lift Station #7 Rehabilitation Project to RL Larson Excavating in the amount of \$296,964.57 (ck #36750), as recommended by the City Engineer, with \$268,126.57 to be paid from TIF District #2 (Fund 372), and \$28,838 from the Sewer Fund (Fund 602), as recommended by staff.

OPEN FORUM

There was no one present to address the Council during Open Forum.

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities for the month of November, 2014. In the month of November, the department received 265 calls for service, including 51 traffic stops, as opposed 372 calls for service in the same time period in 2013 and 370 calls in 2012. There were 29 citations issued, not including long form complaints. There was one residential burglary reported in November and suspects have been identified. The incident is still currently under investigation. Three property damage crashes occurred in parking lots at commercial businesses in town. All reported as hit and run accidents.

Council accepted the Law Enforcement Report for November, 2014, by unanimous consensus as presented.

PARK BOARD REPORT

Tim Sevcik, Park Board Chair, presented the December 10, 2014 Park Board Report. Sevcik reported that the sign project is complete and the new park signs have been installed. The Hockey rink was open for skating but was closed over the weekend due to warm temperatures. Plexiglas has been removed and replaced with chain link on the side closest to the warming house and also by open skating rink due to safety concerns. There are current two vacancies on the Park Board needing to be filled.

Mathison/Merwin unanimous to accept the December 10, 2014 Park Board Minutes as presented.

PUBLIC WORKS REPORT

Receipt of Miscellaneous Funds

Mathison/Michels unanimous to accept funds in the amount of \$325 for the sale of Skate Park equipment.

Michels/Merwin unanimous to accept a rebate from Connexus Energy in the amount of \$3,427.

Acknowledge Retirement of Public Works Director Horvath

Council noted that Public Works Director Horvath was attending his last City Council meeting as the Director of the City's Public Works Department. Horvath's last day of employment with the City will be December 31, 2014. Council thanked Horvath for his service to the City and residents of Zimmerman for 39 years and wished him well in his future endeavors.

RESOLUTION #14-12-09 Mathison/Michels unanimous to adopt RESOLUTION #14-12-09, expressing appreciation and gratitude to Dave Horvath for his dedicated service to the City Public Works Department and the Zimmerman community for the past 39 years. Motion carried.

FINANCE REPORT

Reinvestment of City Funds

Clerk/Treasurer Tillmann reported that the City had two (2) Certificates of Deposit mature in early December with a total value of approximately \$350,000. Tillmann presented rate information received from local banks and financial instructions on 3 – 5 year investments for consideration.

Merwin/Michels unanimous to authorize staff to establish an investment account with Financial Northeastern Companies and approve the reinvestment of \$350,000 as follows, and authorizing wire transfers from the City's checking account on the settlement dates to complete the transactions:

- **ICD Securities (\$250,000) – 4 years at a rate of 1.95% with American Express Centurion**
- **Financial Northeastern (\$100,000) – 5 years at a rate of 2.20% with Goldman Sachs Bank USA**

Public Hearing – Proposed 2015 Fee Schedule

Mathison/Michels unanimous to close the meeting at 7:23 p.m. for the purpose of conducting a Public Hearing on the proposed 2015 Fee Schedule.

Administrator Piasecki identified proposed changes to the 2015 Fee Schedule, to include increases to water and sewer rates per the 2011 Rate Study. All other fees and charges will remain the same as the current fee schedule at this time.

Comments were heard from **Wendy Kowalski, 26412 Lake Avenue**, who stated that she formally objects to the fee schedule as it relates to the documentation she presented to Council at the public comment meeting on December 1, 2014.

Merwin/Michels unanimous to close the public hearing and reopen the meeting at 7:25 p.m.

RESOLUTION #14-12-10 Michels/Merwin unanimous to adopt RESOLUTION #14-12-10, approving Ordinance No. 320, adopting the 2015 Fee Schedule and authorizing publication of the summary ordinance as presented and recommended by staff. Motion carried.

2015 General Fund Budget and Levy

Employee Wages

Clerk/Treasurer Tillmann reported that at the beginning of the budget process, Administrative Staff proposed a 1-step increase (approximately 3%) for all eligible employees and a 2% Cost of Living Adjustment for all employees in 2015. The preliminary 2015 budget includes those increases. Staff is requesting a decision by Council on 2015 wages in order to finalize the budget.

Mathison/Merwin to approve a 1-step increase for all eligible employees and a 2% Cost of Living Adjustment for all employees, effective January 1, 2015, as recommended by Administrative staff. Roll call on the motion: Earenfight, aye; Mathison, aye; Merwin, aye; Michels, naye. Motion carried.

Addition of Public Works Employee

The proposed 2015 budget includes funding to create an additional Maintenance Technician position in the Public Works Department. Council discussed the creation of the additional staff position at the December 8th COW meeting and appeared to be in favor of the request, directing staff to place the request on this meeting agenda for formal approval.

Mathison/Merwin unanimous to approve the addition of a Maintenance Technician position in the Public Works Department, and authorize staff to advertise a position opening. Motion carried.

2015 Final Budget and Levy

Council has reviewed the General Fund Budget since presented in August 2014. In September, Council certified a preliminary levy of \$1,140,573 and special levies for debt service and capital improvements (\$106,163) to arrive at a final preliminary levy of \$1,122,378. The proposed budget and levy was discussed at the public comment meeting on December 1, 2014 and at the COW meeting on December 8, with slight reductions made to the expenditure budget based on Council direction. The proposed final levy totals \$1,228,541, including the special levies for debt service and capital improvements. The expenditure budget totals \$2,136,088 as amended by staff. The final levy must be certified to the County Auditor/Treasurer by December 28, 2014.

RESOLUTION #14-12-11 Michels/Merwin unanimous to adopt RESOLUTION #14-12-11, approving the 2014 General Fund Levy for taxes collectible in 2015 as follows: General

Fund, Parks and Capital Expenditures: \$1,122,378; Capital Improvements: \$37,164; Debt Service: \$68,999, for a total levy amount of \$1,228,541, upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #14-12-12 Merwin/Mathison unanimous to adopt RESOLUTION #14-12-12, approving the 2015 operational budget for the General Fund and Parks in the amount of \$2,136,088, as presented, and as recommended by staff. Motion carried.

ADMINISTRATOR'S REPORT

Appointment of Public Works Director

At the December 8th COW meeting, Council discussed staff's recommendation to fill the Public Works Director position through an internal promotion. Dave Johnson, current Public Works Operations Coordinator, has worked for the City for 22 years and is extremely familiar with current City operations. Staff feels it would be appropriate to promote Johnson to the Public Works Director position, given his tenure, knowledge and familiarity with City procedures, staff and consultants.

RESOLUTION 14-12-13 Mathison/Merwin unanimous to adopt RESOLUTION #14-12-13, appointing Dave Johnson to the position of City Public Works Director, effective December 21, 2014, at Level 7, Step 4 of the 2015 Pay Matrix, as recommended by staff. Motion carried.

MAYOR/COUNCIL ITEMS

Mayor Earenfight acknowledged the contributions of Councilmember Karen Michels, who was appointed to fill a vacancy on the City Council for a portion of the year 2014. Michel's appointed term ends December 31, 2014.

RESOLUTION #14-12-14 Mathison/Merwin unanimous to adopt RESOLUTION #14-12-14, thanking Karen Michels for dedicated service to the City of Zimmerman as a City Council Member and expressing appreciation for her efforts to make Zimmerman a better community.

Mayor Earenfight noted that Passing the Bread will hold a food distribution event on Saturday, December 20, 2014 at the Sheriff's Department Public Safety Building. The Mayor also thanked volunteers, residents, local churches and business owners for their generous contributions of time, food and funds to Passing the Bread in 2014.

Before adjourning, Mayor Earenfight asked for a moment of silence in honor of US military personnel and their families.

Mathison/Merwin unanimous to adjourn the meeting at 7:42 p.m.

Approved this 5th day of January, 2014.

s/s Kary Tillmann, Clerk/Treasurer